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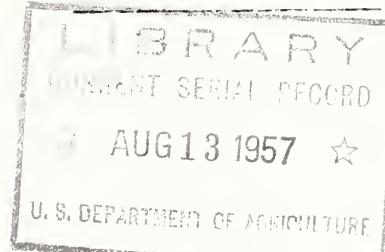
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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D. C.

INSTRUCTION NO. 346 (PY)-3

ACTION BY: Area Supervisors,
Officers-in-Charge,
NACC Graders.
Grading Branch



HOURS OF DUTY--NON-ALLOCATED COOPERATIVELY CONTROLLED GRADERS

Approved by the Director

W. D. Terpilski
Director, Poultry Division

I PURPOSE

The purpose of this instruction is to establish the policy of the Poultry Division relative to the hours of duty in the field for NACC (Non-Allocated Cooperatively Controlled) resident graders.

II AUTHORITY

The authority for flexible working hours and weekly tours of duty to meet unpredictable needs for service is contained in Title 8, Chapter 8, Paragraph 233(d) of the Regulations of the Department of Agriculture. In cases where it is not practicable to establish a definite pre-arranged weekly duty, an administrative workweek of seven consecutive calendar days for such employees is established and the basic workweek is fixed as the first 40 hours of work performed during such administrative workweek. This 40 hours must be worked in not to exceed 6, and preferably 5, of the days of the administrative workweek. Due credit is given for standby service rendered under such circumstances.

Initiated By:
Office of the Director
Poultry Division
Agriculture - Washington

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III POLICY

A. First 40-hour Employees. Since NACC employees are first 40-hour employees, a company may shorten the hours for a particular day and increase the hours of duty for another day in the same workweek in order to meet operating requirements. In such instances, the requirements of management must be complied with by graders.

The normal workweek shall consist of 5 consecutive days followed by 2 consecutive days off duty, unless plant management can justify, to the satisfaction of the Poultry Division and this Agency's Personnel Division, that a different arrangement is required to meet some temporary emergency situation. Any regularly continuing workweek other than 5 days, Monday through Friday, must be approved in advance by this office. Upon resumption of the normal workweek, the appropriate area supervisor shall advise this office immediately.

B. Advance Notice Requirement. In order to minimize personal inconvenience or hardships to our NACC employees, plant management must also cooperate by giving graders reasonable advance notice of emergency changes in working hours. As a guide, a reasonable advance notice is at some time during the day preceding the change.

C. Failure to Give Advance Notice. In the event that plant management fails to give reasonable advance notice to the grader, as required above, he will report to work at the usual hour and will be in pay status beginning at the time regardless of whether his services are used. Such stand-by time will count towards his first 40 hours of work.

D. Relationship with Management. It is our policy to maintain harmonious relationships with plant management. We must realize that emergency operating situations are bound to arise from time to time, and we should cooperate with management in such matters. Individual graders should work closely with management and apprise it of the policy and procedure contained herein. A desirable method of informing management would be to have them read a copy of this, (and obtain their initials on the copy, or make a notation thereon that it was shown to management on such and such a date), and be sure management has a copy in their files similarly noted.